



GRACE HOUSE INC.

ANNUAL GENERAL MEETING

TUESDAY JUNE 25, 2013

AGENDA

1. CALL TO ORDER
2. APPROVAL OF PREVIOUS ANNUAL MEETING MINUTES, JUNE 2012
3. DIRECTOR'S REPORT
4. CHAIRMAN'S REPORT
5. PRESENTATION OF AUDITED FINANCIAL STATEMENTS 2012/2013
6. APPOINTMENT OF AUDITORS FOR 2013/2014
7. PRESENTATION OF SLATE OF MEMBERS OF BOARD OF DIRECTORS
8. ELECTION OF BOARD MEMBERS
9. FURTHER BUSINESS
10. ADJOURNMENT

GRACE HOUSE INC.

39TH ANNUAL GENERAL MEETING

TUESDAY JUNE 25, 2013

DIRECTOR'S REPORT

2012/2013

Now in its 40th year of operations, Grace House Inc. continues to successfully offer its supportive services to disadvantaged adults, through both its flagship group home facility and community case management. This year our client portfolio, considering all program aspects and methods of contact, numbered 21 on site and 21 through community support, for a total of 42 unique individuals being served.

RESIDENTS

The attached statistics are for the period April 1, 2012 to March 31, 2013. Once again we managed to crack the 90% bed day occupancy level (91.9%), which demonstrates continued community demand for our services. Our overall rate of success, where a measurable level was achieved (*Moderate to Very*), as determined by having established evaluative criteria applied to discharges, was 58.3% (despite serving more clients in "high risk" categories, such as the increasingly common addictions/concurrent disorders). See *Schedule 1*.

Annual client surveys were continued this year, in conjunction with our *LHIN* requirements. They were positive in almost every case, esp. towards staff...any complaints or compliments seemed to be directly tied to the amount of effort put into the program...and food ☺

Due to financial income pressures, there was a small R&B increase initiated this year (first in 4 years); as well as an increase in the damage deposit, reflecting the cost of repairs and to act as a deterrent.

SPECIAL EVENTS

As per usual, this year saw a number of special events involving both staff and residents. Included in these events were the usual traditional celebrations (incl. special meals, treats, gifts) at Valentine's, Thanksgiving, Christmas, New Year's and Easter, along with a bbq on Canada Day. This year we were back to *Tuckers* for our Christmas dinner, complete with gift exchange and annual inspirational speech from the executive director... and it appeared to be the highlight of the year for our guys & gals. For some, this is the nicest restaurant they have ever been to!

This fall saw the return of the 10th annual *Grace House/Summit House* baseball rivalry. Even though it was held in Burlington, it was "hosted" by Grace House (food, drinks, etc.). Against all odds, the side representing all that is right and good in the world (yes, GRACE HOUSE) triumphed yet once again, giving us our 6th trophy! Kidding aside... a fun evening for all!

A number of outings were again organized, with staff and residents. Numerous walks, trips to the movies, *Tim Hortons*, *Shoppers Drug*, *Playdium*, *Starbucks* and *Dairy Queen*, a picnic at *Coronation Park*, games and tv nights, were attended by a number of staff and residents. Expenses were again moderated from *AMC* (now *Cineplex*) ticket sales, often on a cost-shared basis. If relationships are the key to change, we believe these activities are a crucial component of the program.

STAFFING

Staffing again remained stable this year. F/t staff achieved a length of service with the *Grace House* program of 20 to 33 years, and regular p/t 13+ years. Joan (25 yrs.) and Mike (20 yrs.) were both recognized at the AGM, and presented with gifts as a thanks for their dedication and length of service. *Grace House* benefited, and gave back, by continuing to utilize the valuable services of our students, Chandni (summer) and Marla (*Sheridan* placement).

Further to *Grace House* policy, annual staff evaluations were successfully conducted.

We were again able to build in a 1% pay equity increase on the salary line, without using prohibited *LHIN* funds.

We had only ONE sick shift (2.5 actual sick days) in total over the year!

A number of our staff continued to volunteer their time to compliment the *Grace House* program this year - via *Sheridan* students, direct service, community visits, social events, and facility upkeep. Other volunteers throughout the year included our computer-savvy gal, Val, keeping our website up-to-date, with *G.E. Water*, *BMO* and *Appleby College* students sprucing up our grounds.

Joan expended a great amount of time and effort in learning and implementing the *OCAN* statistical data reporting software, as newly required (and funded) by the Ministry.

In continuation from previous years, our accountant, Laura, as a *QuickBooks* rep, is a bargain, and able to save us approximately \$1,800/yr on our accounting software renewal.

ACCREDITATION/INTEGRATION

This continued to be the big story...

EXTENSIVE individual and group meetings were held with *CMHA*, *Hope Place*, and *SHH* over the year, to attempt at discerning the absolute best integration opportunity for the *Grace House* program going forward. It was finally decided that *SHH* would be the best fit, and - potentially and hopefully - grant *GH* the most autonomy and permanency in running its current program with its current staff. Vince Brewerton, consultant, was retained by *SHH* to facilitate the application and consolidation procedure. Lawyers were informed, applications filed, meetings held... lots of information flowing back and forth...and it appears to be successfully leading to a September of 2013 completion date! This takes care, as well, of our accreditation and re-incorporation necessities.

LHIN/MoH

This has been our 6th full year directly dealing with the local *Mississauga Halton LHIN*. That, unfortunately, did not translate into an increase in funding ☹️

As a continued part of our 3 year *Service Accountability Agreement* with the *LHIN*, *Grace House* continues to be required to fulfill a number of specific performance obligations. Some of these items include board self-assessment, governance training, meeting attendance, accreditation (as mentioned, integration solves this for us), and client surveys. These obligations were all fulfilled, and their evidence submitted.

Due to cost cutting measures, the *MoH* has discontinued internet funding for most agencies. This will add about \$1,300 to our budget requirements for 2013/14.

As mentioned, *OCAN* has become a requirement for statistical submission. We were funded for all training and implementation this year, with Joan being the lead, and this was no small task for her. It is now fully functional within our operations.

UNITED WAYS

2012/13 was the middle year of a 3 year funding cycle commitment from the *United Way of Milton* and the *United Way of Oakville*. This contributed to a continuity of allocations from them. As mentioned previously, the *United Way of Oakville* managed to organize some *Day of Caring* outside maintenance for us.

Grace House was able to favorably provide support this year to individuals from both *United Way* funded areas of *Halton*.

In recognition of staff donor choice donations made to the *United Way of Oakville*, during their fall campaign, *Grace House* was able to thank those employees who contributed by taking them to lunch.

FUNDRAISING/DONATIONS

Sales of *AMC/Cineplex* tickets continued to supplement resident activities. We now also get a group discount at the local *Encore* theatre.

Grace House continued to receive donor choice donations, through the *Oakville* and *GTA United Ways*, and *CanadaHelps.org*.

Significant donations came from a wide variety of sources, such as through A. Archer, E. Weiler, R. Pogany, N. MacRae, R. Pennett, *Prizelawn*, H. Parkhill, Grant B. Terrell (our lawyer), the *IODE*, L. Brown and S. Brown (from an art-based mental health fundraiser, and baked goodies!). We continue to receive weekly food donations from *Food for Life*, the *Church of the Epiphany* at Thanksgiving... and some lovely goodies and gifts for the staff from J. Mueller (mother of past and current clients) at Christmas.

REPAIRS/MAINTENANCE/PURCHASES

Some of the donations this year went towards much needed large purchases for the house. The most significant of these was a new wall-mounted LED tv with BluRay dvd, and a new arm chair, for the tv room. Other purchases included a new bed (damaged by a resident), a new office chair, garbage pail lids, a substance test kit, kitchen faucet, emergency lighting replacement, and screen repair (again, resident-damaged).

We just had the normal repair/maintenance issues this year, including a lot of plumbing issues, and tune-ups on our air/furnace/hot h2o tanks. We have managed to keep the costs to a very reasonable level, due to our energy-related upgrades last year, and being able to do our own snowplowing. Window replacement remains our single, long term, energy goal.

FINANCES

Our annual T3010 submission to Revenue Canada was, again, very kindly completed on a pro bono basis by *Newhouse and Associates* for the 4th year in a row, saving us about \$500.

Capital growth on our investments was decent again this year; holdings are back to their pre-recessionary values, while continuing to distribute higher interest rates.

Our 2012/2013 audit was conducted in May/June of 2013 by *Glenn, Graydon, & Wright*, and shows the following:

	<i>Operating:</i>	<i>Overall Program:</i>
Total Revenue	\$ 361,523	\$ 363,950
Total Expenditures	\$ <u>358,543</u>	\$ <u>358,543</u>
Surplus/ (Deficit)	\$ 2,980	\$ 5,407

Grace House continues to maintain a very healthy economic position, going into our transitional phase.

With the realization that this may be the last official AGM in the long and storied history of Grace House, I am left with very mixed feelings. For me, the life metaphor would be the marriage of my daughter...observing the transition, from an extensive period of happy and successful independence, and feeling like I am losing her in some capacity, to her choice of joining into a partnership that will hopefully prove to be of great mutual benefit for all concerned; the two together being stronger and more effective than if separate ... and with the realization that we are not losing a daughter, we are gaining a "SHHon". May we continue on in perpetuity, providing caring support and empathy for our residents, as they learn how to be as happy and independent as possible, within the housing program context that the best board and staff in the world have been devoted to for so many years.

Respectfully submitted, for the last time...

David Klarer
Executive Director

*GRACE HOUSE INC.
ANNUAL GENERAL MEETING
JUNE 25, 2013*

PRESIDENT'S REPORT

Welcome to the 2013 Grace House AGM!

It has been a busy and eventful year for GH. Grace House opened its doors on Cross Avenue in 1974, and has moved twice since then, including to the current location in 1999.

2012/13 Board Highlights:

We are in the process of engaging with Support & Housing - Halton, a local provider of long-term supportive housing for disadvantaged adults. Grace House will now be represented on the SHH board by 3 individuals as elected by the current Grace House board, and others may be added subsequently.

We have had board members come and go this year. In April 2012, Caroline took an LOA until sometime in 2013. A board self-assessment survey was completed, and an audit committee established.

In May, business was tabled due to a lack of quorum.

In June, at the AGM, Urszula retired from the board as she was moving out of town. Mike B. was voted in as a new board member. The members elected the officers of GH with Gary as President, Sandeep as treasurer, Michelle L as VP, and Michelle S. as secretary. Preliminary talks were held with CMHA Halton, on potential integration.

The budget was approved in September. Mike resigned, Viral was accepted as a new board member.

In October, Grace House met with Hope Place as an alternative to an integration partner. Accreditation was halted at this point, due to an overwhelming number of restraints. The board voted to continue actively investigating which agency would be most supportive of the existing GH program. Ernesto was voted in as a new board member.

November saw a further integration meeting with Support & Housing - Halton. Michelle S. submitted her resignation, and Erica was voted in as the new secretary. A committee was nominated to review the current investment policy, consisting of Sandeep, Dave and Ernesto. It was decided by the board to move forward with SHH as the best choice for integration.

In February, SHH retained Vince Brewerton as a consultant/facilitator for all integration submission and activity requirements.

In March, the integration committee became Dave, Gary, Ernesto and Erica, with Vidula as backup.

To tie up the year-end...in April, Michelle L resigned. Revisions to the current investment policy, primarily dealing with asset content and balance, were approved. The approved 2013 audit committee consisted of Dave, Sandeep, Ernesto and Gary. Vince reviewed the formal integration proposal to the LHIN. A community consultation was set for May 7th. Aria was approved as a new board member.

(Insert final speech here)

*Gary Robinson
President*

GRACE HOUSE INC.

ANNUAL GENERAL MEETING TUESDAY JUNE 25, 2013

SLATE OF MEMBERS OF BOARD OF DIRECTORS

2013/2014

- ❑ *SAMEET BATAVIA*
- ❑ *ERNESTO CORREA*
- ❑ *ERICA ELLIOTT*
- ❑ *OLIVER GROVES*
- ❑ *ARIA JAVAN*
- ❑ *SANDEEP KAWADKAR*
- ❑ *VIRAL PANDYA*
- ❑ *GARY ROBINSON*
- ❑ *VIDULA SHETYE*
- ❑ *IVANA SZAKAL*

GRACE HOUSE INC.

BOARD OF DIRECTORS

MEETING SCHEDULE

2013/2014*

**(dependent upon successful completion of integration activities)*

- *Tuesday September 24, 2013*
- *Tuesday October 22, 2013*
- *Tuesday November 26, 2013*

CHRISTMAS BREAK

- *Tuesday January 28, 2014*
- *Tuesday February 25, 2014*
- *Tuesday March 25, 2014*
- *Tuesday April 22, 2014*
- *Tuesday May 27, 2014*
- *Tuesday June 24, 2014*

SUMMER BREAK

All meetings will be held at GRACE LUTHERAN CHURCH (THROUGH SIDE DOOR TO UPPER FRONT FOYER), 304 Spruce Street, Oakville, Ontario.
Time: 7:30 p.m.

Please convey regrets to Grace House staff, at david@grace-house.net or (905) 844-4772, A.S.A.P.